



Model Boat Association Dover Constitution & Rules – May 2021

1. Title

- 1.1. The title of the club shall be “Model Boat Association Dover”, abbreviated to “MBA Dover” (Hereinafter referred to as the “Association”)
- 1.2. The address of the Association shall be that of the Association Secretary

2. Object

- 2.1. To promote and encourage the design, construction, sailing and competing of all types of radio control model boats and yachts

3. Language

- 3.1. The word “shall” is mandatory and the word “may” is permissive

4. Membership

- 4.1. There shall be three categories of membership, namely Adult, Junior and Honorary as follows: -
 - 4.1.1. Adult Membership shall be available to, any person aged 16 years or over at the beginning of the membership year
 - 4.1.2. Junior Membership shall be available to, any person aged 15 years or under at the beginning of the membership year
 - 4.1.3. Honorary Membership may be conferred by Committee to any person deemed worthy of the privilege
- 4.2. Membership applications shall be via the current Associations “Membership Application Form”
- 4.3. The Committee shall have absolute discretion to refuse, to admit or to renew membership
- 4.4. All new members shall be required to pay in addition to the annual subscription a joining fee
- 4.5. Membership of the Association is confirmed by issue of a membership card
- 4.6. It is a Member’s responsibility to notify the Association Membership Secretary promptly of any change of address or contact details

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- 4.7. Only paid-up Adult members are eligible to vote at any Meetings. Honorary members may vote at any meeting, provided that they do not equal or exceed the number of Adult members present
- 4.8. Membership application forms for Junior membership shall not be accepted unless they are signed by, and carry details of, the applicant's Parent / Guardian
 - 4.8.1. Junior members shall be accompanied by a parent or adult guardian, who shall be responsible for their behaviour and adherence to the Association rules at all Association organized events.

5. Subscriptions

- 5.1. The membership year shall be from the first day of January to the last day of December. Any member whose subscription is not paid by the last day of January is debarred from the privileges of membership and will incur the joining fee if they subsequently re-join.
- 5.2. The subscription rates will be fixed at the Annual General Meeting (AGM) and will take effect for the next membership year.
- 5.3. The current subscription rates will be published on the club's Website and Membership Application Form's.
- 5.4. Membership Fees for new members will be adjusted depending on the time of year they join as follows;
 - 5.4.1. Members Joining January to July – Full Membership Fee + Joining Fee.
 - 5.4.2. Members Joining August to October – Half Membership Fee + Joining Fee.
 - 5.4.3. Members Joining November to December – Full Membership Fee + Joining Fee + Membership for following year.
- 5.5. No Member leaving or expelled from the Association shall have any claim upon the contributions or other monies paid into the funds of the association.

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6. General

- 6.1. The Associations home water is the Kearsney Abbey Boating Lake, Dover, Kent
- 6.2. The Association will control use of this water for model boat sailing during weekends
- 6.3. Respect shall always be shown to the environment and wildlife whilst operating on the Boating Lake
- 6.4. Members shall not leave litter of any kind after sailing
- 6.5. When sailing, Members must remain aware of other park users and always be courteous
- 6.6. No boats with Internal Combustion engines shall be used on the Boating Lake
- 6.7. The posted speed limit must always adhered to
- 6.8. All Steam driven models must have current boiler certificates. Certificates must be carried when the boiler is in use and shown on request of Association Officers

7. Equal Opportunities Policy

- 7.1. The Association believes that Model Boating is a recreational activity for all' and should be enjoyed equally by everyone in the community
- 7.2. The full Associations “Equal Opportunities Statement” is set out in Appendix A to this Constitution and shows the Associations belief in equality and fairness and is a basis to help ensure it is complied with.

8. Officers

- 8.1. The Officers (Committee) of the Association shall comprise of, Chairman, Secretary, Treasurer, Membership Secretary, Scale Secretary, Yacht Secretary & Webmaster.
- 8.2. All Officers shall be elected at the Annual General Meeting (AGM) each year, or in the event of a vacancy arising during the year by a resolution of the remaining Officers which shall be ratified at the next Association meeting.

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- 8.3. All Officers shall be paid up Adult or Honorary members.
- 8.4. Officers may hold a maximum of two roles / positions on the Committee but will only have one vote at meetings.
- 8.5. The affairs of the Association shall be managed and administered by the Officers whose responsibilities shall be;
 - 8.5.1. To administer the Association within the requirements of the membership as laid down at Annual General Meetings (AGM) and in accordance with the constitution
 - 8.5.2. To decide matters of general management.
 - 8.5.3. To review and assess the activities of the Association.
 - 8.5.4. To review all matters brought before it.
 - 8.5.5. To determine the Agenda for the Annual General Meeting (AGM).
 - 8.5.6. To legislate upon any point not provided for by this constitution.
 - 8.5.7. To inform the membership of major activities.
 - 8.5.8. To record adequate minutes and voting records of all Annual General and Committee Meetings.
 - 8.5.9. To form subcommittees of members to carry out specific duties, as necessary. A minimum of one club officer shall be a member of and responsible for any subcommittee activities

9. Meetings

- 9.1. The Association will hold the following types of meeting;
 - 9.1.1. Annual General Meeting (AGM) – Meeting of Members and Officers
 - 9.1.2. Committee Meetings – Meeting of Officers
 - 9.1.3. Social Meetings – Meeting of Members and Officers
- 9.2. Meetings / Voting can be “Face to Face”, Virtual – Email & Web or Video Conferencing as decided as being the most appropriate format at the time by the Committee

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10. Annual General Meeting (AGM)

- 10.1. The Annual General Meeting (AGM) shall be held between 1st April and 31st May each year, at a time and place to be decided by the Committee.
- 10.2. Notice shall be given in writing at least twenty-one days before the AGM, covering all resolutions, propositions, and any amendments to the Constitution. Notice of the AGM shall be given in writing via Email to each Adult & Honorary member and be posted on the Associations website and notice board at Kearsney Abbey.
- 10.3. The following business will be transacted at the (AGM);
 - 10.3.1. Reports from each club Officer including the presentation of the Annual Accounts.
 - 10.3.2. Motions and Amendments (Resolutions)
 - 10.3.3. Annual subscriptions and Joining Fees
 - 10.3.4. Election of Association Officers
 - 10.3.5. Any Other Business (AOB)
- 10.4. All nominations, motions and amendments shall be proposed and seconded by current Association members.
- 10.5. Resolutions require a simple majority of the members present to pass. However, constitutional changes shall require a majority of 60% of those present.
- 10.6. Resolutions to make changes to the Constitution must be communicated to the Secretary in writing (Email) no later than two weeks prior to the AGM. The Secretary shall inform all members of that resolution via Email and post it on both the Association Website and Notice Board at Kearsney Abbey a minimum of ten days prior to the meeting.
- 10.7. Voting will normally be by a show of hands except for the election of Officers, if more than one nominee is proposed and seconded. The vote will then be a “secret ballot”.
- 10.8. The Chairman will only vote in the event of a tie.
- 10.9. A register shall be kept of all members attending the AGM.
- 10.10. Extraordinary General Meetings (EGM) may be called by:

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- 10.11. The Committee resolving to call an EGM.
- 10.12. The Secretary receiving a signed petition from at least 25% of the current membership. The meeting must then be called within six weeks of receipt of the petition.

11. Committee Meetings

- 11.1. A minimum of four Committee meetings shall be held each year
- 11.2. A quorum for any Committee meeting shall be three Officers
- 11.3. The Secretary shall maintain adequate minutes and voting records of all Committee meetings
- 11.4. Voting will be by a show of hands and the Chairman will only vote in the event of a tie
- 11.5. All complaints or disciplinary issues shall be decided at a meeting of the Committee

12. Social Meetings

- 12.1. Scheduled informal meeting forums to allow.
 - 12.1.1. Association Officers to inform and discuss club activities with members
 - 12.1.2. Members to put forward any issues or suggestions they would like the Association Officers to discuss and consider at the next Committee meeting.
 - 12.1.3. Discuss Model Boating related topics
 - 12.1.4. Provide development & training workshops, demonstrations etc.
- 12.2. Meeting dates, venue and format shall be published in advance to all members via Email, Website and Association Notice Board (Diary Dates)
- 12.3. The Secretary may produce “Notes” from these meetings which may be circulated to members via Email.

13. Assets

- 13.1. The Financial Year of the Association shall be from 1st April to 31st March.

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- 13.2. Acceptance of the Annual Accounts at the AGM will be by a vote of the members present. On acceptance, by a majority, the accounts will be signed by the Chairperson and Secretary.
- 13.3. Club money shall, under no circumstances whatsoever, be loaned to anyone for their personal use.
- 13.4. The Committee will exercise financial control.
- 13.5. All Bank / Building Society accounts shall be held in the Associations name - "Model Boat Association Dover".
 - 13.5.1. A minimum of two signatories shall be required to authorise any withdrawals.
 - 13.5.2. Only Association Officers can be signatories, one of whom shall be the Treasurer.
 - 13.5.3. The signatories must not live at the same address or be related in any way.
 - 13.5.4. No individual member or members of the Committee shall commit the Association to any expenditure without a resolution being passed at a Committee meeting.
- 13.6. The Committee and Officers are indemnified by the Association against any claim or demand in respect of any liability properly and bona fide incurred on behalf of the Association.
- 13.7. The overall balance, profit & loss and any major expenditure should be reported at each Committee Meetings and be added into the minutes.

14. Regattas

- 14.1. Club Regattas will be held at the Kearsney Abbey Boating Lake unless otherwise stated.
- 14.2. At Regattas and other Association organised events the following rules shall apply;
 - 14.2.1. Only Members and Members Guests will be allowed in the Associations Compound.

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14.2.2. All Members must display a current membership card in visible position.

14.2.3. All guests must be signed into the visitors' book by a member and wear a visitor's badge.

14.2.4. Any guest that is signed in for the purpose of sailing a radio-controlled model boat, shall only be allowed to do so twice in any one year. After that, they will be required to join the Club.

Note: This does not include anyone who is a spectator or any adult chaperoning a junior member

14.2.5. Transmitters (27 & 40Mhz) shall not be used / switched on before ensuring that the frequency you intend to use is not already in use. The frequency you are using should be clearly indicated by displaying the appropriate Frequency Flag from the transmitter aerial.

14.2.6. All telescopic transmitter aerial tips (27 & 40Mhz) shall be protected with a Practice Golf Ball or Similar (Helical / Duck Aerial's excluded).

14.2.7. The use of the Association dinghy at Kearsney Abbey will be controlled by the Officers and be restricted to Members only. An Adult must accompany all Juniors.

14.2.8. Any members who wish to display model boats or hobby-related items to either sell or donate at Association organised events, shall first obtain the permission of an Association Officer present at the event

14.3. Additional procedures, rules and limitations relating to a particular event will be posted at the event

15. Social Media Policy

15.1. The Associations policy has been prepared to protect the privacy, confidentiality, and interests of the Association and its members

15.2. The Associations "Social Media Policy" is set out in Appendix B to this Constitution

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16. Disciplinary Procedure

- 16.1. Any member guilty of conduct prejudicial to the well-being of the Association, not observing Association rules laid down in this Constitution and its appendices, or causing aggravation or distress to a fellow member, may be disciplined, or expelled from the club by the Committee
- 16.2. Any member aggrieved or distressed by actions of another member shall promptly inform a committee member, preferably in writing, and be prepared to attend a meeting of the committee to represent the complaint
- 16.3. The accused person has the right of reply to any accusation or complaint made against them and will be invited to attend a meeting of the Committee to place their point of view on record
- 16.4. In the case of expulsion, the member concerned has the right to call an EGM (see 10.10)
- 16.5. Any person who has been expelled from the Club under section 16.1 can only be re-elected to membership by a majority vote at a Committee meeting or AGM.

17. Dissolution

- 17.1. Dissolution of the Association may be considered at an EGM called by the Committee, provided that written notice has been sent to all paid up members in accordance with item 10.9. A quorum for this meeting shall be two-thirds of those members eligible to attend the EGM.
- 17.2. The resolution to dissolve the club must be supported by a two-thirds majority of the members present at the meeting.
- 17.3. The Committee shall be responsible for the administration of the affairs of the club in the event of dissolution. All assets of the club shall be sold to settle any legitimate outstanding claims to its creditors.
- 17.4. Any remaining monies of the club, once all legitimate claims have been settled, shall be donated to the RNLI.

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18. Interpretation

- 18.1. In the event of a dispute over the interpretation of the Constitution, the Committee has the right of final interpretation.
- 18.2. The Committee has the power to deal with and settle any matters arising out of or not covered by the Rules or Constitution of the club.
- 18.3. In the event of the Committee's interpretation, it shall fall on the Committee to propose amendments to the Constitution at the AGM or at an EGM

19. APPENDICES

- 19.1. Appendix A – Equal Opportunities Statement.
- 19.2. Appendix B – Social Media Policy

20. LAST CHANGE

May 2021 – Major review and update to align with current practise and requirements.

The following new sections have been added, Language, Equal Opportunities Policy, Dissolution & Interpretation. Additionally, Appendix A “Equal Opportunities Statement” and Appendix B “Social Media Policy” has been added.

Major changes to pre-existing sections (Minor changes not listed):

8. OFFICERS – Yacht Secretary & Webmaster added
9. MEETINGS – Meeting type names updated from “General Meeting” to “Annual General Meeting (AGM)” and “Association Meetings” to “Social Meetings”.

Additional types / methods of holding meetings added “Virtual” & “Video Conference”

15. DISCIPLINARY PROCEDURE – Section re-written and expanded

This replaces previous Issue – May 2007

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